

CRYSTAL PARK PLAZA

Moving Information Form

All moves will be coordinated with the Management Office at 936.661.3251 and must have the approval of same.

The Management Office requests that you engage a reputable moving company, provide us with your sales representative's name and company address and a certificate of insurance evidencing a minimum of \$1,000,000 General Liability and Auto Liability with statutory workmen's compensation insurance.

The certificate should read:

Certificate Holder: Crystal Park Plaza
 2 Financial Plaza Suite 740
 Huntsville, Texas 77340

Additional Insured: Crystal Park Plaza LLC and 2012 Partners, LLC.

It may be helpful to provide the moving company with a copy of these guidelines. Please note the following when scheduling your move:

We require that someone from your company oversee the movers at all times and that proper protection devices be used to prevent damage to the building walls, floors, elevators, etc.

Moving in or out of the building is permitted after 6:00 p.m., Monday through Friday or anytime on Saturdays and Sundays; however, we require that you schedule your move with the Property Management Office.

The janitorial crew is not equipped to handle the volume of trash created during a move; therefore, please make arrangements to break down your own moving boxes and have your moving company return to the building to remove them from the premises. Most boxes are reusable and most moving companies are happy to get them back.

CRYSTAL PARK PLAZA

Tenant Name: _____

Contact Name and Number: _____

Move In/Out Date: _____

(To Be Confirmed By Management Office)

Anticipated Move Time: _____

(Start to Finish)

Moving Company: _____

Contact and Phone Number: _____

FORWARDING ADDRESS: _____

Please complete and return the bottom portion (pg. 2) to the Property Management Office